



## Collaboration. Genuine creativity. Positive differences.

### CONTACT NUMBER

GS-00F-247DA

### CONTRACT PERIOD

August 1, 2016 -  
July 31, 2021

### BUSINESS SIZE

Small  
Cherokee Owned  
HUB Zone Certified  
8(a) Certified

### CONTRACTOR

The C3 Group, Inc.  
8501 E Norman Street  
Broken Arrow, OK  
74014

### ADMINISTRATION

Bobby Cook  
President and CEO  
P 479.445.2657  
E bcook@thec3group.net  
www.thec3group.net

### Services

Marketing Consulting  
Creative Services  
Web Design  
Graphic Design  
Media Planning  
Media Buying

Conference Planning  
Event Planning  
Market Research  
Photo Manipulation  
Illustrations  
Proofreading

Publication Profiling  
Editorial Planning  
Database Management  
Training Development  
Social Media Management  
Promotional Design

### Products

Newsletters  
Brochures  
Pamphlets  
Booklets  
Online Publications  
Print Publications

Branding  
Logos  
Training Manuals  
Websites  
Online Advertisements  
Custom and Stock Art

Presentations  
Stationary  
Invitations  
Direct Mail  
Posters/Flyers  
Exhibits and Displays

## GSA Labor Category Rate Schedule

### EFFECTIVE

**August 1, 2016** The C3 Group's GSA labor rate prices include the IFF and discounts. These are the maximum rates that can be charged.

### AWARDED SPECIAL ITEM NUMBERS (SIN)

541-1, 541-1RC Advertising Services  
541-2, 541-2RC Public Relations Services  
541-3, 541-3RC Web Based Marketing Services  
541-4A, 541-4ARC Market Research and Analysis  
541-4D, 541-4DRC Conference, Events, Trade Show Planning  
541-4F, 541-4FRC Commercial Art and Graphic Design  
541-5, 541-5RC Integrated Marketing Solutions

### LABOR CATEGORY

### RATE

Media Planner \$100.76  
Database Developer \$120.91  
Meeting Planner \$110.83  
Marketing Specialist \$110.83  
Project Manager \$130.98  
Researcher \$90.68  
Website Developer \$110.83

### LABOR CATEGORY

### RATE

Graphic Designer \$92.70  
Sr. Graphic Designer \$110.83  
Editor \$100.76  
Proofreader \$75.57  
Technical Writer (SCA) \$110.83  
Data Entry (SCA) \$46.64

*\*Lower rates may be quoted.*

### 1. AWARDED SPECIAL ITEM NUMBERS (SIN)

**Contract Number is GS-00F-247DA**

541-4A, 541-4ARC	541-2, 541-2RC	541-4D, 541-4DRC
541-1, 541-1RC	541-3, 541-3RC	541-4F, 541-4FRC
541-5, 541-5RC		

## 2. MAXIMUM ORDER

\$1,000,000

### 3. MINIMUM ORDER

\$100

#### 4. GEOGRAPHIC COVERAGE

Domestic

## 5. POINT OF PRODUCTION

Tulsa, OK, Tulsa County

## 6. STATEMENT OF NET PRICE

All prices shown in price list are Net (discount already deducted under GSA rate).

## 7. QUANTITY DISCOUNT

13% discount for orders exceeding \$50,000  
17% discount for orders exceeding \$100,000

## 8. PROMPT PAYMENT TERMS

None

## 9. GOVERNMENT PURCHASE CARDS

Not accepted

## 10. FOREIGN ITEMS

None

## 11. (a) TIME OF DELIVERY

The C3 Group will adhere to the delivery schedule as specified by the agency purchase order.

## 11. (b) EXPEDITED DELIVERY

Available. Please contact contract administration.

### 11. (c) OVERNIGHT AND 2-DAY DELIVERY

Available. Please contact contract administration.

## 11. (d) URGENT REQUIREMENTS

Please contact The C3 Group for faster or rush delivery.

## 12. F.O.B. POINT

Destination

**13. (a) ORDERING ADDRESS**

The C3 Group, Inc. P 479.445.2657  
8501 E Norman Street E bcook@thec3group.net  
Broken Arrow, OK 74014

### 13. (b) ORDERING PROCEDURES

For supplies and services, the ordering procedures, and information on blanket purchase agreements (BPA's) are found at [www.gsa.gov](http://www.gsa.gov).

#### 14. PAYMENT ADDRESS

The C3 Group, Inc.  
8501 E Norman Street  
Broken Arrow, OK 74014

## 15. WARRANTY PROVISION

The C3 Group warrants and implies that the items delivered hereunder are merchantable and fit for the particular purpose as described in this contract.

**16. DUNS NUMBER**

612428834

## GOVERNMENT REFERENCES AVAILABLE FROM

Department of Interior and Department of Defense

## Labor Descriptions

### MEDIA PLANNER

Researches media outlets and plans/budgets media buys.

*Education and Experience*

Bachelor's Degree with 2 years experience

### MEETING PLANNER

Develops and coordinates conferences, meetings, and events.

*Education and Experience*

Bachelor's Degree with 3 years experience

### DATABASE DEVELOPER

Implements and maintains databases.

*Education and Experience*

Bachelor's Degree with 3 years experience

### WEBSITE DEVELOPER

Creates and maintains websites. Incorporates and maintains databases.

*Education and Experience*

Bachelor's Degree with 3 years experience

### MARKETING SPECIALIST

Develops and maintains media programs to help achieve client's goals and initiatives.

*Education and Experience*

Bachelor's Degree with 3 years experience

### PROJECT MANAGER

Project oversight, Facilitation services, profit and loss oversight, work flow audit, customer service.

*Education and Experience*

Bachelor's Degree with 3 years experience

### PROOFREADER

Proofreads electronic and printed documents and materials.

*Education and Experience*

None mandatory

### RESEARCHER

Gathers marketing data and extrapolates the necessary information needed to accurately target the customer's market.

*Education and Experience*

Bachelor's Degree with 3 years experience

### GRAPHIC DESIGNER

Designs advertising using Adobe Creative suite as well as other graphics software applications.

*Education and Experience*

Bachelor's Degree with 2 years experience

### SR GRAPHIC DESIGNER

Senior level designer oversees and drafts logos, ads, and multimedia. Oversees brainstorming sessions for media campaigns.

*Education and Experience*

Bachelor's Degree with 5 years experience

### EDITOR

Oversees copy writing and makes any necessary corrections and additions/subtractions to copy.

*Education and Experience*

Bachelor's Degree with 1 year experience

### TECHNICAL WRITER (SCA Eligible Category)

Writes copy for ads, advertorials, and newsletters.

*Education and Experience*

Bachelor's Degree with 2 years experience

### DATA ENTRY (SCA Eligible Category)

Inputs data into databases. Reconciles numbers and information.

*Education and Experience*

None mandatory

SCA ELIGIBLE LABOR CATEGORY	SCA EQUIVALENT CODE TITLE	WAGE DETERMINATION NO.	The <b>Service Contract Act (SCA)</b> is applicable to this contract and it includes SCA eligible labor categories. The prices for the cited
Data Entry	Data Entry - 01142	2005-2433	
Technical Writer	Technical Writer - 30462	2005-2433	

SCA labor categories are based on the U.S. Department of Labor Wage Determination Number(s) identified in the SCA matrix below. The prices offered are based on the preponderance of where work is performed and should the contractor perform in an area with lower rates, resulting in lower wages being paid, the task order prices will be discounted accordingly.